

**EAST HAMPTON (NAME)  
COMMITTEE RESOLUTION**

**Whereas**, the Town of East Hampton has conducted multiple facility evaluations and studies to include the Town Hall, Police Department and Schools;

**Whereas**, those studies have found deficiencies in the Police Department to include the size, space and quality of the facility;

**Whereas**, those studies have found deficiencies in the Town Hall to include the size, space and quality of the facility;

**Whereas**, many statutory requirements are making it necessary to address the facility requirements;

**Whereas**, the Town Hall and Police Department are not ADA accessible as is required by federal law;

**Whereas**, the condition and use of Center School is questionable as it relates to efficiency and best use for the Town;

**Whereas**, there is a recognized need by the Town to comply with State and Federal mandates and State and Federal Statutes;

**Whereas**, it is necessary that Town's legislative body create a (NAME) Committee in order for the Town of East Hampton to receive funding from the State for any school renovations; and

**Whereas**, it is integral to our community that our students receive the proper and necessary education required for the 21<sup>st</sup> century and our citizens to receive the best possible services in the most efficient and effective manner possible; at the same time it is also essential that such renovations be planned and completed in the most cost efficient and transparent manner for the benefit of our taxpayers; it is therefore,

**Resolved by the East Hampton Town Council, effective as of the date hereof, that the East Hampton (NAME) Committee is established to plan and provide the necessary oversight for or with respect to the (CHARGE); and is further resolved that the East Hampton High School Committee shall have the following powers and duties and be constituted as follows:**

**Creation, Compensation, Composition, Term, Vacancies**

- (a) *Membership.* There shall be one (1) school building committee with a membership composed of seven (7) members and 2 alternates. All members shall serve without compensation and shall be appointed by the Town Council. Alternate members, when seated shall have all the powers and duties of a member of the committee. When alternates are not seated, they are encouraged to be active participants in all member discussions.
- (b) *Composition.* The members shall be comprised of residents or tax taxpayers with a diversity of professional expertise, specialization and life experience. Membership may also include representation from the field of education and/or resident parents

with school age children. Such diversity may be represented with expertise in the following professional backgrounds: architecture, landscape and/or building planning, finance and banking, network/IT, construction, purchasing/procurement, engineering, public works.

- (c) *Term.* The term of office shall be for the length of the proposed project.

The duly authorized school building committee shall continue as a complete committee during the entire course of the project regardless of changes in the composition of the Town Council, the Board of Education and the Board of Finance.

- (d) *Removal.* A member of the committee may be removed for cause by a majority of Town Council or by a two-thirds (2/3) vote of the entire membership of the Town Council.

- (e) *Vacancies.* The school building committee shall fill a vacancy from the alternates when a member of the committee resigns and the Town Council shall replace the alternate by appointment.

- (f) *Resignations.* Any member may resign from the committee by notifying the Town Manager with a 30 day written notice.

- (g) *Ex officio members.* The Superintendent of Schools, the Town Manager, the Police Chief or their designee shall be ex officio members of the school building committee without vote.

- (h) *Town Staff.* The Board of Education and Town shall provide appropriate support staff for the building committee.

- (i) *Parents and/or Residents.* The school principals shall be responsible for annually appointing two (2) parents who are residents and registered voters of the town to represent student interests who may act as reporting liaisons to the PTO or other such organizations or committees.

- (j) All committee members shall be governed by the Town of East Hampton Code of Conduct and Code of Ethics.

#### **Powers and Duties**

The East Hampton High School Building Committee shall have the following duties and powers:

- 1) To request the Town Council and Board of Finance to appropriate necessary funds for preliminary planning and site studies.
- 2) Upon appropriation of such funds, to hire an architect to *draft plans* for (CHARGE)
- 3) The East Hampton (NAME) Committee shall retain a construction and/or project manager to fulfill its duties and responsibilities.
- 4) To approve *preliminary plans and specifications* for the project; obtain approval of preliminary plans and specifications by the Board of Education and Town Council;

initiate filing applications with the state department of education for review of preliminary plans and specifications; and request the Town Council and Board of Finance to appropriate necessary funds for the total project costs.

- 5) To analyze and approve final plans and specifications of such project; obtain approval of such final plans and specifications by the Board of Education and Town Council; initiate filing application with the State Department of Education for review of *final plans and specifications*; and through the Town purchasing agent advertise for and receive bids for the construction of the project or any portion thereof.
- 6) Upon recommendation of the Town purchasing agent to vote award of construction contract bid to the most responsible bidder and, upon a majority vote of the Town Council to authorize the Town Manager to sign on behalf of the Town to enter into contract for construction of such project.
- 7) To be responsible for construction of such project through their appropriate agents and town's inspectors.
- 8) To examine and approve all payments in connection with the construction of such project with the advice of its agents, the project architect, and the town inspector.
- 9) To analyze and approve any change orders in the approved plans for such project within the limits of the total project appropriations.
- 10) To have province over and final approval of all expenditures of the project, including furnishings, equipment or any other appurtenances to the buildings or grounds.
- 11) To select a name for the building project(s) thus constructed.
- 12) To approve and accept the completed project subject to the advice of its agents, the project architect and the town's inspectors.
- 13) To turn the building and grounds over to the Board of Education and Town as soon as possible after final completion and acceptance.
- 14) To obtain the necessary clearance and approval of any local or state board or agency as may be required for any of the duties and powers enumerated in this resolution.
- 15) The East Hampton (NAME) Committee created by this resolution shall cease and its membership be terminated without further action of the Town Council once the assigned project has been turned over to the Board of Education and Town; provided, having that any and all insurance coverage applicable to the building committee and its members shall continue in accordance with the Town of East Hampton standard practices and policies.

**Reports on work progress required.**

The East Hampton (NAME) Committee shall submit, on a quarterly basis, budget and expenditure reports prepared in accordance with generally accepted accounting principals to the Town Council, Board of Education and the Board of Finance. Prior to their submission, such reports shall be reviewed by the Town's Finance Director. Annual budget and expenditure reports prepared in accordance with generally accepted accounting principals shall be audited by the Town's outside auditors and submitted to the Town Council, Board of Education and the Board of Finance. In conjunction with such annual reports, the Board of

Education, along with the Finance Director, shall provide and/or update any revisions to any projected expenditures for the project. The Finance Director shall further certify that the building committee has established and explained generally accepted internal control measures. The (NAME) committee shall also periodically report on the progress of its work to the Town Council and Board of Education.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

**Town Council**

\_\_\_\_\_  
Patience Anderson, Chairperson

\_\_\_\_\_  
Ted Hintz Jr, Vice Chairman

\_\_\_\_\_  
Pete Brown

\_\_\_\_\_  
Melissa Engle

\_\_\_\_\_  
Mark Philhower

\_\_\_\_\_  
Josh Piteo

\_\_\_\_\_  
Kevin Reich



AGENDA  
ITEM # 14

Office of the COLLECTOR OF REVENUE  
NANCY HASSELMAN, CCMC  
[nhasselman@easthamptonct.gov](mailto:nhasselman@easthamptonct.gov)

**Nancy Hasselman, CCMC  
Collector of Revenue  
Town of East Hampton**

**Feb.16, 2016**

**To: The East Hampton Town Council**

**Documentation of the below listed tax refunds are available in the Tax Office for your review if you so desire. The refunds total \$3,738.64.**

**Thank you for your assistance.**

*Melanie B. Jump, CCMC*  
**Melanie Jump, CCMC  
Assistant Collector of Revenue**

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0.00 \*

41.75 +

696.55 +

40.89 +

2,302.90 +

68.02 +

95.06 +

7.31 +

28.81 +

80.72 +

280.84 +

95.79 +

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3,738.64 \*

**Quarterly Report, East Hampton High School Renovation**  
**State Project No. 042-0041 EA/RR**  
**Period Ending December 31, 2015**

TO: Town Council  
FROM: Building Committee  
RE: EHHS Quarterly Report No. 10

Dear Council Members:

**October 2015:**

**Science Wing & Locker Rooms:**

- The science wing addition and locker room renovations were 95% complete at the end of October. Cabinetry, flooring, painting, ceilings and other finishes occurred during this month.

**Auditorium:**

- Mechanical systems, lighting and painting in the ceiling areas were completed.
- All the chairs were removed and being reupholstered.
- The new accessible lift area was being constructed and fire protection upgrades were being installed as well.
- The new ceiling clouds and lighting were being installed also.

**New Gym:**

- The gym was being enclosed with new windows at the top of the exterior walls (also known as clerestory windows.)
- Mechanical, electrical and plumbing (MEP) systems were being installed.

**Project Site:**

- The new fire suppression systems tanks were installed at the south side (near the tennis courts) of the site.
- Additional paving occurred on the south side of the site as well.

**Fixture, Furniture and Equipment (FF&E):**

- Select of the FF&E bid packages were re-advertised for bidding. These packages were either over budget or did not receive complete bids thus requiring re-advertising.

**November 2015:****Science Wing & Locker Rooms (Areas Occupied):**

- The new FF&E was installed in the locker room area, trainer's office, athletic director's office and the new science laboratories.
- New computers and server equipment were also installed during late October and early November.
- The locker rooms and science wing areas were turned over for occupancy by the school on November 9, 2015. The lockers for these areas were not completed at the time of occupancy due to fabrication complications.

**Auditorium:**

- The auditorium renovations continued with removal of the existing curved ceiling at the rear of the auditorium. Upon inspection of the ceiling structure (formerly concealed), it was determined that it was inadequate to remain in place. The ceiling was replaced with additional ceiling clouds and lighting.
- Stage rigging for lighting was installed.
- Electrical rough-in at the stage and audio/visual control panel were installed.

**New Gym:**

- The gymnasium basketball hoops, net divider, roof top air conditioning units, exterior wall glass, scoreboard and painting was installed.
- The new gym floor materials were delivered to the site.

**Family Consumer Sciences (FCS):**

- Family consumer sciences classroom was being constructed during this month also.
- Painting, ceilings, lighting and lab work were installed.

**Phase 2 Classrooms:**

- Downes construction started demolition and renovation of six existing classrooms (formerly known as the 20s wing) north of the auditorium.
- Hazardous materials abatement occurred with floor and caulk removal. The area was partitioned and sealed from the remaining occupied spaces

**FF&E:**

- The Furniture, Fixtures & Equipment bid packages were awarded. The total cost of these packages are under budget.

At the November 19, 2015 building committee representatives from the Department of Public Health were invited to provide a summary overview of asbestos abatement procedures. This information was very informative to the community. Those representatives clarified the requirement and procedures for abating while the school is occupied and unoccupied, as well as the extensive plan reviews performed by CTDPH.

**December 2015:****Science Wing & Locker Rooms (Areas Occupied):**

- The lockers in the science wing and locker rooms were installed in early December.



**Auditorium:**

- Auditorium seating, carpeting, wood paneling, painting and lighting were installed.
- The accessible chair lift was installed also.
- The stage flooring was partially completed with the remainder in early January.

**New Gym:**

- The gym flooring was installed and completed during December.
- The north wall curtainwall system was completed as well as remaining equipment installation.
- Final cleaning was completed in early January.

**Family Consumer Sciences (FCS):**

- Family Consumer Sciences was completed and turned over for occupancy for January 3rd.

**Phase 2 Classrooms:**

- Renovation to the phase 2 classrooms north of the library continued with MEP rough-ins, framing, roofing, window removal, and exterior abatement.
- New masonry work was installed to create the modified restrooms.
- Some abatement work occurred over the holiday break while school was out. This enabling work allows the installation of a new sewer line to be connected that serves the new phase 2 classrooms.

**Project Site:**

The new fire suppression and domestic water systems were completed to approximately 85%.

In terms of Construction, at this time:

**Gymnasium, Family Consumer Sciences and Auditorium** – Downes Construction turned over the family consumer sciences classroom on January 3<sup>rd</sup>. The west main corridor was reopened as well as the corridor between the existing gym and the auditorium. The gymnasium and auditorium were turned over for occupancy on January 16<sup>th</sup>.

**Phase 2 Classrooms:** The six classroom north of the auditorium are scheduled for occupancy on February 29, 2016. New FF&E is scheduled to be delivered the week of February 22, 2016.

**Existing Gym:** Downes has started demolition and renovations to the existing gym and locker room. This area will house the new T-Bell, library and fitness center. This area is scheduled for completion in July 2016.

**Phase 3:** After completion of the phase 2 classrooms, Phase 3 will start. This area will consist of the existing front classrooms adjacent to the science wing and guidance areas.

**Budget: See Attached**

**EAST HAMPTON**  
**High School Renovations**  
**Financial Status Report - 2/18/16**  
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Financial Status Report - 2/18/16

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	A			B			C			D					E					F					G				
	Budget									D+E=F										C-F=G									
	Project Budget 2/24/15			Approved Transfers			Approved Budget with Transfers			Approved for Payment		Total Contract		Planned, but not Contracted		Anticipated Total Costs		Remaining Balance											
I.	<u>Building Construction</u>			43,666.9			(1,109.4)			42,557.5			25,698.7		42,473.5		-		42,473.5		84.0								
II.	<u>Related Construction</u>			-			-			-			-		-		-		-										
<u>Total Construction</u>				\$ 43,666.9			\$ (1,109.4)			\$ 42,557.5			\$ 25,698.7		\$ 42,473.5		\$ -		\$ 84.0										
III.	<u>Furniture, Fixtures &amp; Equipment (FF&amp;E)</u>			1,828.0			-			1,828.0			467.6		1,533.4		291.5		1,824.9		3.1								
IV.	<u>Fees and Expenses</u>			5,630.4			64.4			5,694.8			3,723.1		4,802.2		1,060.0		5,862.2		(167.4)								
V.	<u>Contingency</u>																												
A.	Construction & Owner's Project			569.7			1,045.0			1,614.7			-		-		434.2		434.2		1,180.5								
B.	Additional Need			-			-			-			-		-		1,100.2		1,100.2		(1,100.2)								
<u>Total Contingency</u>				\$ 569.7			\$ 1,045.0			\$ 1,614.7			\$ -		\$ -		\$ 1,534.4		\$ 1,534.4		\$ 80.3								
VI.	<u>Inflation</u>			-			-			-			-		-		-		-			-							
<u>Total Project</u>				\$ 51,695.0			\$ (0.0)			\$ 51,695.0			\$ 29,889.4		\$ 48,809.1		\$ 2,885.9		\$ 51,695.0		\$ (0.0)								

Transfers  
From:  
 V. Contingency (1,109.4) I.A Construction

% Contract Approved to Date:  
 Contractor 60.5% Architect 83.2%  
 FFE 30.5% OPM 36.0%  
 Note: OPM Percentage Includes CREC and Colliers Combined